



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	STAFF EPIDEMIOLOGIST- SPECIALIST
Posting Number	PN# 109283
Department	Health & Human Services Department
Division	Office of Surveillance and Public Health Prep.
Section	Public Health Preparedness
Reporting Location	8000 N Stadium Dr.
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
*Subject to change	

ALL HEALTH DEPARTMENT EMPLOYEES ARE CONSIDERED TO BE ESSENTIAL PERSONNEL. DURING EMERGENCIES, EMPLOYEES ARE REQUIRED TO REPORT TO THEIR SUPERVISOR FOR DUTY ASSIGNMENTS AND SCHEDULING.

DESCRIPTION OF DUTIES

Plans, designs, conduct and coordinate epidemiological investigations of disease and bioterrorism-related activities. Implements and evaluates disease surveillance, control, and intervention activities. May report to either Epidemiologist Manager or Epidemiologist Supervisor, depending on area of expertise.

CORE FUNCTIONS

- Conducts and coordinates special field investigations, rapid community-bases surveys and assessments, and cross-sectional and quasi-experimental studies related to special assigned projects or grant-related activities. Responsible for study design, methodology, monitor IRB approval process, budgeting, data collection, analysis, progress reports, and publication of findings.
- Coordinate and implement surveillance and special investigation activities where expertise is needed, across the Bureau. Independently assess the severity of situations in the field, make decisions and relay information to supervisor. Monitor collection of appropriate information and samples by staff in the field, and ensure that appropriate information is collected for study or research purposes. Be available twenty-four hours a day, seven days a week to respond to suspected outbreaks.
- Oversee and coordinate special Bureau committees for research-oriented publication and disease investigation for quality-assurance. Ensure the timely publication of routine Bureau products and the submission of study and surveillance data to relevant national periodicals.
- Actively research opportunities for funding and write proposals to seek funding for Bureau programs/programs/projects.
- Serve as resource person n areas of specialization and expertise. Oversee development of scientific resource library within Bureau and research, order, purchase, maintain, and ensure accessibility of acquisition to all Bureau staff.
- Perform other duties as assigned by supervisor or Bureau Chief.

WORKING CONDITIONS

The position is occasionally requires stooping or bending. Occasionally very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weigh) may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Master's degree in Epidemiology or related biological, medical or medical research fields.

MINIMUM EXPERIENCE REQUIREMENTS

PhD in Public Health or Master's Degree in Public Health with emphasis in Epidemiology and two years of professional experience as Staff Epidemiologist are preferred. Progressively responsible professional experience in public health care may be substituted for the educational requirement on a year-for -year basis.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

None

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☐ Yes ☒ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GRANT FUNDED POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 22
\$1,748 - \$2,388 Biweekly \$45,450 - \$62,088 Annually

OPENING DATE

March 8, 2006

CLOSING DATE

March 14, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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